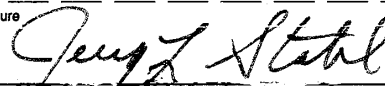


<b>POSITION DESCRIPTION</b> (Please Read Instructions on the Back)										1. Agency Position No. <b>NL10802001</b>	
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other  anation (Show any positions replaced) REPLACES NL09971001			3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>ORLANDO, FL</b>		5. Duty Station <b>ORLANDO, FL</b>		6. OPM Certification No.		
			7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code <b>14PQ</b>		
			10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical <input checked="" type="checkbox"/> 2- Noncritical <input type="checkbox"/> Sensitive 4- Special				
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management										Initials	
b. Department, Agency or Establishment										Date	
c. Second Level Review		(INTERDISCIPLINARY)									
d. First Level Review		<b>COMPUTER/ELECTRONICS ENGINEER</b>				<b>GS</b>		<b>854/855</b>		<b>14</b>	
e. Recommended by Supervisor or Initiating Office										<b>BP</b> 21 JAN 98	
16. Organizational Title of Position (if different from official title) <b>DEPARTMENT OF THE ARMY (DA)</b>						17. Name of Employee (if vacant, specify) <b>NEIL FINKLESTEIN</b>					
18. Department, Agency, or Establishment <b>U.S. ARMY MATERIEL COMMAND (AMC)</b>						c. Third Subdivision <b>COMMAND ANALYSIS AND PLANNING OFFICE</b>					
a. First Subdivision <b>SIM, TRNG &amp; INST COMMAND (STRICOM)</b>						d. Fourth Subdivision					
b. Second Subdivision <b>OFFICE OF THE COMMANDER (CG)</b>						e. Fifth Subdivision					
Employee Review. This is an accurate statement of the major duties and responsibilities of my position.						Signature of Employee (optional)					
Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This						knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <b>JERRY L. STAHL, DIRECTOR, CAP</b>						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature 			Date <b>1/28/98</b>			Signature			Date		
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position <b>US OPM PCS FOR COMPUTER ENGINEER, GS-854; US OPM PCS FOR ELECTRONIC ENGINEER, GS-855; GGEG FOR NONSUPV PROFESSIONAL ENGR POSITIONS</b>					
Typed Name and Title of Official Taking Action <b>JAMES M. SKURKA, DEPUTY TO THE COMMANDER</b>						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature 			Date <b>1/28/98</b>								
23. Position Review		INITIALS		DATE		INITIALS		DATE		INITIALS	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks  ITION IS AT THE FULL PERFORMANCE LEVEL OF GS-14.											

BUS: 7777

25. Description of Major Duties and Responsibilities (See Attached)

## **INTRODUCTION**

Position is located in the Command Analysis and Planning Office of the U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, instrumentation, targets threat simulators and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition, beginning with tech base programs and throughout each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisitions and sustainment activities through the functional matrix organization and four project managers.

## **Major Duties**

1. Serves as senior technical expert and principal advisor on technical, programmatic and organizational issues that cut across the Command. The incumbent is directly responsible to the Director, Command Analysis and Planning Office to conduct quick, turnaround special project studies through applied knowledge of technical, programmatic and organization expertise in providing evaluation and recommendations on a wide range of diverse day to day issues arising from the acquisition and development of simulation, training and instrumentation systems.

**25%**

2. Responsible for interfacing with OSD, DA, MSCs, industry and academia to address unique technical and programmatic issues and problems that cut across the Command, which are typically controversial, and have high Command wide interest and often visible of OSD and DA leadership. Incumbent applies knowledge of several branches of engineering, e.g., industrial, mechanical, electrical and a knowledge of a wide range of engineering principles, practices and techniques that are key to advising on technical, programmatic and organizational issues requiring Command level emphasis. Exercises a high degree of judgement and originality in applying engineering knowledge and policy expertise to unique problems and in guiding formulation of resolution in controversial areas.

**25%**

3. Responsible for the continuous review of emerging policy from technical and organizational ability to perform its

acquisition mission. Keeps abreast of Congressional, OSD, HQDA, AMC and TRADOC activities that may have similar impacts. Provides periodic synopses of critical policy statements and directives. make recommendations on technical, programmatic and organizational changes necessary to implement OSD and DA policies and directives. 10%

4. Prepares speeches, briefings, and official correspondence for the Command Group. Serves on the Information Review Team, researching, writing and assessing material concerning STRICOM overall technical, programmatic and organizational issues, ensuring appropriate analysis of STRICOM information released externally or internally. 15%

5. Responsible for the supervision, definition of employee objectives, priorities and deadlines. The incumbent ensures that Command policies regarding equal employment opportunity, position management and internal control systems (fraud, waste or abuse) are implemented and carried out within the Office. 15%

6. Provides assistance and consultation to the Public Affairs office concerning visitors, media or special events. Participates in the development of agendas for VIP visits, with external and internal points of contact. 10%

**Performs other duties as assigned.**

#### FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

- Comprehensive expert knowledge of both qualitative and quantitative analytical management methods.
- Knowledge and through understanding of advanced principles and applications of organizational behavior, management and problem solving techniques and systems engineering.
- Knowledge and understanding of inter-relationships of the acquisition, development, fielding and life cycle support and technical aspects of simulations, simulators, training and instrumentation systems.
- Knowledge and understanding of the DOD Materiel Acquisition Process, to include a demonstrated through knowledge of the DOD 5000 series documents, the FAR, PPBES system, and AR 70-1.

- Knowledge, understanding and inter-relationships of the mission, doctrine, and strategy of the Army, AMC and STRICOM.
- Knowledge and application of techniques to identify, negotiate and successfully present controversial and critical observations, findings and recommendations.
- Knowledge and inter-relationships of the military Command structure, missions, programs and organization relationships.
- Demonstrated knowledge and application of techniques to plan, organize and direct team work efforts.
- Knowledge and application of cognitive techniques to grasp diverse points of information and synthesize them into homogeneous ideas, concepts and initiatives which can be understood and implemented.

## FACTOR 2. SUPERVISORY CONTROLS

Incumbent reports directly to the Director for Command Analysis and Planning Officer and receives supervision in the form of policy guidance, overall priorities, and assignment objectives. The employee is expected to independently plan and carry out assignments and make appropriate recommendations. Work is performed within the framework of priorities, funding, and overall objectives specified by the supervisor and the employee is responsible for planning and organizing the work and carrying out assignments. The position operates under administrative supervision only, with guidance in terms of broad policy, program objectives, and budget limitations.

## FACTOR 3. GUIDELINES

The guidelines used by this position include the basic charter of the organization and the policies and regulations governing research, development, and acquisition. The incumbent exercises judgment and discretion in relating these guidelines to the strategic planning process. The guidelines consist of basic policy statements that may refer to legislative history and related court decisions, and the employee is authorized to interpret and revise existing policy. While the incumbent works within a regulatory framework, that framework may not address the unique issues with which the incumbent is involved, and the incumbent must develop policies and procedures governing the analysis and planning process on the basis of experience and precedents which may not be directly applicable. Technical

specialists at this level are concerned with solving major problems for which guidelines provide little or no assistance. The employee uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside the employing organization, and to identify critical areas of attention. The position reviews proposed legislation or regulations which would significantly change the basic character of agency programs, the way the agency conducts its business with the public or with private industry, or which modify important inter-agency relationships.

#### FACTOR 4. COMPLEXITY

This position is concerned with technical development projects involving substantial sums of money, which often have visibility at Army and Department of Defense levels. The incumbent manages and directs a problem solving effort focused on future endeavors of the command, dealing with substantial uncertainty concerning largely undefined technological requirements and changing political and economic conditions. The employee plans, organizes, and carries out analytical studies involving the substance of key agency programs and requiring the input of other analysts. At this level, there is extreme difficulty in identifying the nature of the issues or problems and in defining the nature and scope of the study. The work typically involves efforts to develop and implement programs based on new or revised legislation. Similar to this level, the incumbent of this position is involved with comprehensive studies of technology trends and the related needs for simulation and instrumentation systems. These studies involve the use of predictive data, much of which is uncertain and subject to political and economic variability, to arrive at projections of the future technology needs of the Army and the role of STRICOM in meeting those needs. Problems addressed by the incumbent are typically one of a kind and unique. Assignments arise from incumbent's analysis of what activities are needed and solutions involve a broad range of options and demand interactions with other personnel within and outside the agency.

#### FACTOR 5. SCOPE AND EFFECT

This position performs analysis and problem solving functions involved in developing and implementing long-range plans for the direction of STRICOM. Recommendations made by the incumbent have the potential to significantly affect the ability of the command to perform its assigned mission in an effective manner. The

purpose of the work is to analyze and evaluate major aspects of substantive, mission-oriented programs, and involves resolving problems or coping with issues that directly affect the accomplishment of principal program goals and objectives. The work at this level typically involves findings and recommendations of major significance to agency management, which significantly change administrative aspects of missions or substantially affect the quality and quantity of benefits and services provided to the agency's clients. The incumbent analyzes substantive program issues and trends to evaluate their impact on meeting mission requirements.

#### Factor 6 - Personal Contacts and Factor 7 - Purpose of Contacts

Contacts include regular interface with senior officials within DOD, HQ AMC, DA, OSD, MSCIs, other major commands, private industry and academia. These regular and recurring personal contacts with program officials within the Army and Department of Defense in situations where the contacts are not established on a routine basis. These contacts are made to present and defend recommendations concerning the expenditure of significant amounts of money on future programs.

#### FACTOR 8. PHYSICAL DEMANDS

Work is primarily sedentary.

#### FACTOR 9. WORK ENVIRONMENT

Work is performed in a typical office environment.

**CRITICAL ACQUISITION POSITION AMENDMENT TO PD#** NL 10902

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 - 1737):

- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.
- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment."